

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Animal Control Officer II
Department: Health Department
Revised : February 2009

Class : Protective Service
FLSA : Non-exempt

This job description supersedes any prior description for the Animal Control Officer II classification.

GENERAL DESCRIPTION

Routine field or headquarters animal control work. Work is circumscribed by State and County rules and regulations and is supervised in a general manner by the Animal Control Supervisor. Work is reviewed through observation, analysis of reports and through frequent discussions.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Acts as a lead worker by assisting the Animal Control Supervisor in ensuring all calls are handled correctly and whether follow-up is needed, determines call priority, and distributes calls to Animal Control Officer I(s).

Receives calls from citizens complaining about the Animal Control Officers, conferences with the Officers, and resolves the situation.

Patrols designated areas of the county, noting violations of animal control laws, issuing citations, warning citizens of violations and picking-up and/or otherwise controlling stray animals.

Canvasses neighborhoods going door-to-door verifying the number of pets owned and obtaining proof of rabies vaccinations.

Keeps records of the Animal Control Officer(s) canvassing of neighborhoods and ensures each Officer canvasses a minimum number of properties each month.

Assists Animal Control Supervisor in euthanizing unwanted, stray and rabid animals detained at the animal shelter.

Tranquilizes animals at the request of citizens or law enforcement officers.

Completes report involving actual complaint and action taken.

Responds to and investigates complaints by citizens and attempts to resolve problems by negotiating satisfactory action or compliance.

Converses with animal owners; explains the animal control laws of Rowan County and the State of North Carolina; picks up domestic, wildlife, and livestock animals, and transports them to the animal shelter; and sets traps.

Processes dog bite reports from the Sheriff's Office.

Assists visitors in picking up their animals and adopting animals.

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Maintains animal shelter cleanliness on a daily basis.

Feeds animals on a daily basis.

OTHER JOB FUNCTIONS

Sets up tables and displays promoting awareness of rabies at various locations and fairs.

Accounts for and deposits monies received.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the geographical layout of the County.

Considerable knowledge of methods of caring for confined, small animals.

Working knowledge of rabies and rabies control.

Ability to prepare routine reports and maintain related records.

Ability to operate a motor vehicle in a safe, efficient manner.

Ability to deal tactfully, courteously and firmly with the general public.

Ability to establish and maintain effective working relationships with the public and other employees.

PHYSICAL REQUIREMENTS

Work in this class will include sitting, walking, running, bending, stooping, and lifting weights in excess of 150 lbs with assistance. Work will include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle. Work may also include use of a firearm.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Graduation from high school or GED and one year of experience as an Animal Control Officer; a valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**

